

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 36-110**

25 AUGUST 1999

Personnel



**WRIGHT MEMORIAL CHAPTER, AIR FORCE ASSOCIATION
AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) AWARDS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This instruction establishes awards sponsored by the Wright Memorial Chapter, Air Force Association (AFA). It describes eligibility criteria and nomination procedures for faculty, staff and students assigned to AFIT.

1. Policy. The Wright Memorial Chapter, AFA, sponsors this program and the AFIT Directorates of Resources and Public Affairs administer it.

2. Descriptions of the Criterion for Awards:

2.1. General Bernard A. Schriever Award. This award is given in recognition of a person who advances aerospace power, technology, doctrine, or the Air Force as a profession. Military and civilian faculty and students from all four residence schools are eligible. The award nomination may cover the individual's career at AFIT to show the culmination of a project. One award will be presented annually at an appropriate forum.

2.2. Professor Ezra Kotcher Award. This award is given in recognition of an individual who has made a significant, substantive contribution to curriculum or instruction development within AFIT. Contributions may be, among other things, a student text, manual, or workbook; gaming or simulation exercise; major group problem; bibliographical publication; symposium; elective course; research option; or a new approach to leadership, professionalism, or officership aspects of officer education. Military and civilian faculty from all three resident schools are eligible. The award nomination will include accomplishments during the previous year (1 Jan-31 Dec). One award will be presented annually at an appropriate forum.

2.3. Colonel Charles A. Stone Award. This award is given in recognition of an individual (officer, NCO, or civilian--excluding students) who accomplished specific achievements that furthered the AFIT mission. Emphasis is on new, innovative efforts or approaches involving demonstrated personal leadership. The award nomination will include accomplishments during the previous year (1 Jan-31 Dec). One award will be presented annually at an appropriate forum.

2.4. Lieutenant Edwin E. Aldrin, Sr., Award. This award is given to a student in recognition of high-quality academic accomplishments, military decorum, and the ability to work with faculty and fellow students. Awards may be given for September and December graduations in 1999. In 2000 and beyond, an award will be given in March to a student graduating from the Graduate School of Engineering and Management. Awards will be presented at an appropriate forum.

3. Award Elements:

3.1. Plaques for the General Bernard A. Schriever, Professor Ezra Kotcher, Colonel Charles A. Stone, and Lieutenant Edwin E. Aldrin, Sr., awards, inscribed with the recipient's name, will be permanently displayed in the lobby of building 125.

3.2. Recipients of each award will receive an engraved plaque.

4. Selection Procedures:

4.1. Each dean and director will appoint individuals or selection committees to ensure that nomination opportunity for the General Bernard A. Schriever, Professor Ezra Kotcher, and Colonel Charles A. Stone Awards are fair and equitable. The AFIT Board of Visitors (BOV) will vote on the Award nominees during their annual visit.

4.2. Based on its own internal selection process, the graduate school will nominate eligible students for consideration for the Lieutenant Edwin E. Aldrin, Sr. Award to its dean.

5. Nomination Procedures:

5.1. Nominations for General Bernard A. Schriever, Professor Ezra Kotcher, and Colonel Charles A. Stone awards will be submitted to AFIT/RP. Nomination packages will be prepared IAW Attachment 1 as follows:

5.2. A one-page, typewritten, single-spaced narrative description in original plus nine copies.

5.3. A brief biographical sketch, not to exceed one single-spaced, typewritten page in original plus nine copies.

5.4. A brief citation to accompany the award, submitted in draft form, double-spaced, original only.

6. Suspense Requirements:

6.1. Send completed nomination packages for the General Bernard D. Schriever, Professor Ezra Kotcher, and Colonel Charles A. Stone awards to AFIT/RP to arrive no later than 25 January.

6.2. Send completed nomination packages for the Lieutenant Edwin E. Aldrin, Sr. Award to the school dean no later than two weeks before graduation.

7. Responsibilities:

7.1. AFIT/RP, BOV Project Officer will forward the nominations to the BOV members approximately two weeks before the BOV meets; gather the votes during the BOV meeting; and forward the names of the winners to the AFIT Commandant for announcement at an appropriate forum.

7.2. AFIT/PA will be responsible to:

7.2.1. Display and maintain the plaques in the Institute.

7.2.2. Prepare press releases concerning the awards and recipients for dissemination to appropriate military and civilian news media.

7.2.3. Have photographs taken of award winners.

7.2.4. Make arrangements to obtain plaques for the individual award winners.

7.2.5. Make arrangements for engraving permanent plaques with recipient names.

7.3. The Wright Memorial Chapter, AFA, will provide funds for each award winners plaque, as well as, engraving of the large display plaques maintained by AFIT.

GEORGE K. HARITOS, Colonel, USAF
Commandant
Air Force Institute of Technology

Attachment:

Sample Narrative Description, Biographical Sketch, and Citation

Attachment 1

SAMPLE NARRATIVE DESCRIPTION

NAME:

GRADE:

ORGANIZATION, DUTY ASSIGNMENT:

PERIOD COVERED: **Jan - Dec Previous Year**

NARRATIVE DESCRIPTION:

NOTE: Prepare one-page nomination (original and nine copies). Do not include previous recognitions.

SAMPLE BIOGRAPHICAL SKETCH

NAME:

DATE AND PLACE OF BIRTH:

EDUCATIONAL BACKGROUND:

PREVIOUS JOB EXPERIENCE:

SPECIALIZED TRAINING:

SAMPLE CITATION

CITATION TO ACCOMPANY THE AWARD OF THE

199X

WRIGHT MEMORIAL CHAPTER AIR FORCE ASSOCIATION

(NAME OF AWARD)

TO JOHN J. JONES

Colonel John J. Jones distinguished himself by outstanding performance while assigned as _____, Air Force Institute of Technology, from _____ to _____. (Give brief description of act or achievement not to exceed three sentences.) The singularly distinctive act or achievement of Colonel Jones reflects great credit upon himself, the Air Force Institute of Technology and the United States Air Force.